



CITY COUNCIL WORK SESSION

Wednesday, September 18, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **1:00 P.M. - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Employee Length of Service Award
[03a. 091819 Memo to Council re LOS Award.pdf](#)
 - 3.B. Review Request from Shoestring Community Players
[03b. Request from Shoestring Community Players.pdf](#)
 - 3.C. Update on Recreation Program - Shanna and Matt
 - 3.D. Review Pretreatment Coordinator and Bailiff Job Descriptions
[03d. DRAFT Bailiff.pdf](#)
[03d. DRAFT WWTP Pretreatment Coordinator.pdf](#)
4. **Department Reports**
 - 4.A. Public Works Department Report
[04. PW Activity Report.pdf](#)
5. **Council Reports**

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Labor Negotiations, under ORS 192.660(2)(d);*
- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council
From: Kathy Payne, City Recorder
Date: September 18, 2019

I am happy to announce that we have one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the September 18 Council work session.

20 Years

Jon Eggers came to work for the City in September of 1999 as a Patrol Officer where he served up until July 1st of this year when he was promoted to Sergeant.

Congratulations, Jon, and **thank you** for your service!



ShoeString Community Players

ShoeBox Theater

PO BOX 481

231 S. 1st Street

St. Helens, OR 97051

September 9, 2019

Dear City Council Members,

I would like to thank Mayor Rick Scholl and the City Council for time you have put in to consider our request for support. Per request of the council following our presentation on August 7, for a summary of how monies would be spent, if granted. Below is the next 3 months of productions on our calendar with show costs and building use cost. Any amount granted would be applied to these expenses.

Upcoming production expenses in October

Frankenstein

- \$307.95 royalties
- \$300.00 Estimated show expenses
This includes printing costs costume and make up, special effects.
- \$675 Building use

Haunted History

- \$0.00 royalties
- \$200.00 Estimated show expenses
This includes printing costs, fog juice, special effects.
- \$675 Building use

Night of the Demons II

- \$0.00 royalties
- \$200.00 Estimated show expenses
- This includes printing costs, concessions.
- \$675 Building use

Paranormal Investigation

- \$0.00 royalties
- \$100.00 Estimated show expenses
This includes printing costs, batteries
- \$675 Building use

Upcoming production expenses in November

The importance of Being Uncle Roscoe

- \$500.00 royalties
- \$300.00 Estimated show expenses
This includes printing costs, costume and makeup requirements, props
- \$2,700 Building use

Upcoming production expenses in December

The Ultimate Christmas Show

- \$500.00 royalties
- \$1000.00 Estimated show expenses
This includes printing costs, costume and makeup requirements, props
- \$2,700 Building use

We are currently working on setting up some children workshops starting in January. Those expenses will be determined when teaching material is chosen and what royalties may need to be paid.

We have an outreach program for St. Helens Middle School for the second and fourth quarters of this year that has an undetermined cost as of yet. Details of the programs are still being finalized with the school.

We have a children's theater camp being offered for Spring break in March. Those expenses will be determined when teaching material is chosen and what royalties may need to be paid.

A summer musical is being determined by January. That cost for production should be around \$10,000.00. That estimate is based on past musical experiences.

2019 expenses January through August

- \$18,000.00 rent
- \$7,535.00 utilities and insurance
- \$6,600.00 production costs
- \$1,200.00 donations and scholarships
- \$1,280.00 building improvements

2019 income January through August

- \$8,300.00 productions
- \$603.00 donation/membership
- \$3,450.00 sponsorships
- \$500.00 grant
- \$880.00 costume sale

Projected income for 2019 -2020

- \$3,000.00 additional sponsorships that has been invoiced.
- \$2,000.00 applying for a grant from Columbia County Cultural Coalition
- \$5,000.00 applying for a grant from the Oregon Arts Council

As you are aware we had a substantial move in cost to the ShoeBox Theater that has diminished our operation funds. It is not something that a small theater company can recover from quickly. Any funds received from the city would be used directly to cover the costs of the productions so that 100% of our ticket sales could cover operation expenses.

Sincerely

Shannon Vaerewyck

SSCP President

City of St. Helens

Job Title: Bailiff
Department: Administration
FLSA Status: Exempt
Union: No
Created: September 18, 2019

GENERAL PURPOSE

Provides essential security function to courtroom/council chambers facility by maintaining order and ensuring the personal safety and security of judge, staff, court facility, city council, and general public. Generally present during Municipal Court proceedings and, as needed, City Council meetings.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Contributes to a positive work environment.
- Maintains a positive relationship with fellow staff and with persons outside the City organization.
- Monitors courtroom/council chambers for adverse situations. Intervenes to prevent escalation of problems and uses human relations skills where possible. May be required to use restraint or force, up to and including deadly force as deemed reasonable and necessary.
- Observes all persons entering the courtroom/council chambers, their movement and their activities.
- Controls and limits public access to the courtroom/council chambers facility and other restricted areas to reduce security risk and ensure public safety, as required.
- Conducts courtroom security screening for all visitors including but not limit to inspecting items (purses, bags, etc.) as well as using screening equipment (hand-held wand) provided by City to complete security check of all individuals entering the courtroom. Performs pat-down searches of individuals who have triggered the wand, when necessary.
- Communicates effectively and clearly in the exchange of information, gaining cooperation, negotiation and persuasion.
- May be required to make written reports when necessary, however such reports will not typically be required for day-to-day operations.
- Assists municipal court judge, court staff and city council in handling paperwork between defendants, attorneys, and members of the public during court sessions and city council meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

- Experience as a Police Officer who has successfully completed DPSST certified academy training; or as a civilian or, military law enforcement officer with a minimum one (1) year experience; equivalent experience as determined by the hiring authority.
- Must have a high school diploma or GED Certificate.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- Must possess, or obtain upon hire, a concealed weapons permit from the State of Oregon.
- Required to provide their own weapon, which meets the St. Helens Police Department standards.
- Required to provide their own handcuffs.

TOOLS AND EQUIPMENT USED

Firearm, handcuffs, phone, computer, calculator, copy machine, scanner, fax machine, Windows based software, Word and Excel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is often required to stand for extended periods of time, walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be physically fit and have the ability to physically restrain an individual in intense situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a courtroom/council chambers setting and involves sitting and standing near the room entrance. Danger of physical harm may be present in dealing with the hostile or aggressive individuals or while escorting people in the courtroom or council chambers area.

The work schedule may fluctuate for trials or council meetings.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Bailiff** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: Pretreatment Coordinator
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: September 18, 2019

GENERAL PURPOSE

Under limited supervision, manages the Industrial Pretreatment Program. Responsible for conducting and implementing requirements of the City's industrial pretreatment program in accordance with Federal, State and local regulations to control waste water discharges of industrial users of the City sewerage system.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Plant Superintendent or designee.

JOB DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Coordinates pretreatment activities within the City and implements the City Pretreatment policies and procedures.
- Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms.
- Prepares permits and letters of notification for issuance to industrial users.
- Develops and maintains documentation necessary for the Pretreatment Program including inspection schedules and industrial user files.
- Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.
- Reviews industrial user compliance reports and investigates items of noncompliance. Maintains a list of industrial users determined to be in "significant noncompliance."
- Provides monthly reports of the Pretreatment Program status and immediate reporting of industrial user violations to the WWTP Superintendent.
- Operates and maintains monitoring equipment necessary to the Pretreatment Program.
- Prepares and serves enforcement documents to industrial users as directed by the WWTP Superintendent.
- Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate potential impact and develop control strategy.
- Prepares Pretreatment reports for submission to State and Federal agencies as directed by the WWTP Superintendent.
- Researches, reviews, interprets, and applies Federal and State regulations.
- Maintains considerable knowledge of industrial waste water monitoring practices as necessary in the completion of daily responsibilities.
- Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to industrial waste water monitoring operations and activities.
- Ability to establish and maintain successful working relationships with employees, other departments and the public.
- Ability to communicate effectively verbally and in writing.
- May be required to work weekends and/or be on call.

- Other duties as assigned.

PERIPHERAL DUTIES

- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field; and
- (b) Three (3) years of experience in wastewater treatment and collections; or
- (c) Any equivalent combination of education and experience;
- (d) Experience with pretreatment programs and industrial inspections.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of laboratory procedures and practices;
- (b) Ability to work safely; and
- (c) Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess or have the ability to obtain a valid state driver's license.
- Certification as an Oregon Wastewater Treatment Plant Operator III, or ability to obtain a Treatment III certification within six (6) months or as determined by the Superintendent. (Preferred)
- Certification as an Oregon Wastewater Collection Operator II, or ability to obtain a Collection II certification within six (6) months or as determined by the Superintendent. (Preferred)
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, sampling devices, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally: works near moving mechanical parts; operates work boat on wastewater lagoons and navigable waters; is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT


I acknowledge that I have received a copy of the Pretreatment Coordinator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Print Name: _____

Manager Signature: _____ Date: _____

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	18 September 2019	
Subject:	August Public Works Department Activity Summary	

Engineering

1. Held pre-construction meeting and started work on the 2019 Crack Sealing Project.
2. Working with engineer to modify scope of the N. Vernonia sidewalk project.
3. Completed walk through and developed punch list for Bailey subdivision for final acceptance.
4. Completed plan reviews for developments.
5. See complete report.

Parks

In addition to mowing, watering street trees, cleaning restrooms, and collecting garbage:

1. Repaired sprinkler systems at McCormick, 6th Street, and Campbell parks.
2. Painted bleachers at all park locations.
3. Installed a new sprinkler system for the Veterans Memorial expanded area.
4. Removed some hazard trees from various locations.
5. See complete report.

Public Works Operations & Maintenance

1. Installed 4 new radio read meters.
2. Assisted with inspection and entry at the reservoir.
3. Cleaned ditches at storm outfalls in multiple locations.
4. Constructed new storm line on N. Vernonia Road.
5. Poured concrete at Veterans Memorial.
6. Serviced and/or made repairs on 53 vehicles and/or equipment.
7. Responded to three after-hours call-outs.
8. See complete reports.

Water Filtration Facility

1. Produced 56.4 million gallons of filtered drinking water, an average of 1.82 million gal/day.
2. Changed out pneumatic actuator on Rack #3.
3. Cleaned up exterior landscaping and sent load of scrap metal to be stockpiled for recycling.
4. See complete report.

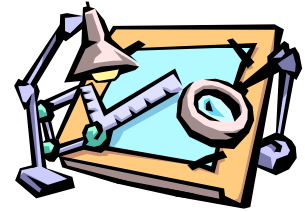
Waste Water Treatment Plant

1. Replaced faulty level sensor for secondary lagoon.
2. Working on replacing flow meter on septage receiving station.
3. Contractor accidentally cut wires to overflow sensors at M-1 - oops.
4. Found brushes need to be replaced on headworks screen.
5. See complete report.



Engineering Department Status Report

6 September 2019



DEVELOPMENT PROJECTS

St. Helens Place Apartment Project

Status unchanged: Work is continuing on the public improvements for the new apartment complex near Matzen and McBride Streets. It is concurrent with the onsite construction of the buildings and private improvements.

Bailey Subdivision

A walk-thru of the completed infrastructure was completed on August 29. Only a few minor items were identified that need to be addressed before final acceptance. The Developer will be posting a bond for the future sidewalks (that will be constructed with the home construction) and a 2-year warranty bond. They will also be planting trees along Sykes Road later in the fall to help ensure survivability.

Columbia Vet Clinic

The Developer's new geotechnical engineer identified an area of the site that is experiencing a good deal of groundwater intrusion. This is being addressed by over excavation of the poor material and re-filling with material to stabilize the area. There is no specific date identified to begin construction of the public improvements, which include a new storm drainage system and minor frontage improvements.

Elk Ridge Estates Phase VI

Waiting for the plat to be recorded by the County and then building permits can be submitted.

Hanna's Place Development

The revised plans were reviewed, returned to the Engineer for corrections, and then returned to the City for a second review. The second review was completed in the first week of September. The plans should be ready to approve within the next few days. The Developer has not indicated when they want to start on the public improvements. These will include a new storm drainage system and frontage improvements.

CCMH Frontage Improvements

Work is currently underway for the street widening, sidewalk, and storm drain improvements on McNulty Way adjacent to the CCMH facility.

Potential Gable Road Apartment Project

The project is on the September 10th Planning Commission Meeting agenda. Waiting to hear if it is approved and what conditions will be imposed.

Potential Development at McNulty & Industrial Way

No further activity on this project as of yet.

New Middle School Project

The Building Official was able to issue a Temporary Occupancy permit for the Middle School. However, once the remainder of the necessary on-site improvements are completed, the frontage improvements will need to be constructed. These include street widening, sidewalks adjacent to the school property on N. 16th and West Streets, storm drainage improvements, and enhanced wetlands landscaping.

SANITARY SEWER AND STORM DRAIN PROJECTS

Greystone Estates Sanitary Sewer Relocation

Full plans for the subdivision improvements have been submitted, reviewed, returned to the Engineer for corrections, and the revised plans were resubmitted on Sept. 6 for a second review. This should be completed by September 13.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

Construction continues for this joint Columbia County – City of St. Helens project. Two-way traffic is now open between the highway and the entrances to the high school. One-way westbound traffic continues through the rest of the project, ending at the Columbia Blvd. intersection. Work will progress from the east end of the project and continue towards the west. Gable Road on the west side of Highway 30 is currently under the jurisdiction of Columbia County and the project is being done through an ODOT grant with the Columbia County Public Works Department as the lead agency. The finished product will include new sidewalks, widened roadway with bike lanes, and pedestrian crossing improvements, and a new storm drainage system through the majority of the project.

N. Vernonia Road Sidewalk Project

The original design concept was to install the new sidewalk in accordance with the cross section for a minor arterial street, which places the sidewalk adjacent to the property line and includes a landscape strip between the edge of the road and the sidewalk. However, the preliminary design with this configuration would result in removing a great deal of mature trees that are currently on or very near the property line. To complicate matters, because of the existing utilities, there is very limited area where new trees can be planted. At the August 21 Council Work Session, this issue was discussed and decided that if the sidewalk location could meander between being curb-tight and separated by a landscape strip, it would be preferable to try and save some of the trees. To get a better idea of how the sidewalk placement would impact the existing trees, the entire alignment was walked with the Project Engineer and the City's Parks Specialist, Paul Gerdes, a registered arborist. We determined multiple locations where altering the location of the sidewalk will remove or greatly reduce the impact on existing trees, and incorporating these into the future design. The Project Engineer is redefining the scope of the work to capture this new approach and will be submitting a contract amendment.

Crack Sealing Project

Awarded, held pre-construction meeting, and had Contractor start work on the crack sealing project to preserve the integrity of several streets that are starting to experience some wear and tear, but are not yet candidates for a full asphalt overlay.

Wayfinding Installation Project

The smaller, single, post-mounted blades and poles are being produced and will be installed by City staff as part of the City's matching grant contribution.

S. 1st Street and St. Helens Street Improvement Project

Kittelson and Associates submitted a draft scope of work however it did not quite capture all the elements desired in the intersection improvements. The Scope is being revised and is expected to be resubmitted the week of Sept. 9. Project elements will include safety upgrades and aesthetic improvements.

Habitat for Humanity Sidewalk

No update for this small project: Staff is working with the management of the Habitat for Humanity ReStore to replace a portion of their sidewalk and make it ADA compliant.

N. 8th & N. 9th Street Subdivision

Participated in a pre-application meeting for a 60- lot subdivision proposed for the property at the north end of N. 8th and N. 9th Streets.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

The Contractor is preparing to complete further repairs by adding additional liner material over all of the overlapping fabric joints on the bottom of the reservoir and then recoat the entire interior of the tank. They plan to have this completed in September.

Various Waterline Improvements Project

Staff has been working on the design and specifications of three waterline replacements on N. 7th, N. 9th, and N. 11th Streets. These locations have undersized mains as identified in the most current Water Master Plan and should be upsized to provide better water service and allow for compliant fire hydrants in those areas.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were seven Right-of-Way and/or construction permits issued in August 2019: 3 permits to NW Natural for service repairs; 2 for Comcast for new services; one for temporary parking space closure at 50 Plaza Square; one construction permit to CCMH for McNulty Way improvements.

Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks and improve the Highway strip landscaping.

Continue to work with Planning Dept. and Consultant on development of a master plan for a future park on the Millard Road property.

Training Workshops and Committee Meetings

Participated in the quarterly Executive Risk Management meeting.



Parks Department for August 2019



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Watered street trees twice a week

Installed sprinklers at the Veterans Memorial

Inspected a tree on 19th Street

Repaired sprinklers at McCormick Park ball fields

Removed sprinkler lines from the highway landscape strip

Cut down and removed hazard trees at McCormick Park

Cut down dead and hazard tree on the industrial park property

Repaired sprinklers at Campbell Park

Assembled new picnic tables

Posted new signs on the City docks

Painted the bleachers at Campbell Park

Painted the cover areas at Campbell Park

Painted benches in all locations

Painted picnic tables

Trimmed trees along Lamont Street

Repaired a sprinkler line at 6th Street Park

Sprayed wasps and hornets at Campbell and McCormick Parks

Cleaned up around the Parks Shops

Took metal to Public Works to be recycled

Performed maintenance on mowers

Replaced some sprinkler heads at McCormick Park

Reconnected the sprinkler line behind the Veterans Memorial

Public Works Work Report

July 2019

Water Dept:

Installed 4 new radio read meters
Read meters and heavy users
Turned off and on 36 delinquents
Helped Roger with concrete at Veterans Memorial
Replaced shut-off valve at 58887 Firlok Park Blvd.
Pulled floor plug and drained reservoir
Standby for WPI to enter reservoir
Potholed water main at Dubois Ln. & Tualatin St.
Replaced valve box at N. 9th St. & West St.
Poured concrete at Sykes Rd. subdivision for test station
Built a work bench in the pipe shop
Found paved-over valve box on N. 9th St. & West St. and raised up

Sewer Dept:

Installed new manhole on N. 9th
Located storm line for easement at S. 13th St. & Umatilla St.
Installed drain for Veterans Memorial – took a few days
Sewer plug at 144 S. 4th St. – on owner's side
TVed storm for contractor on Noble Rd.
Sewer plug on Hwy. 30 by Gable Rd.
Cleaned and worked on ditch on Sykes Rd.
Removed beaver dam at Dalton Lake
Cleaned ditch on Hwy. 30 across from S. Vernonia Rd.
Cleaned & TVed storm line on Little St. towards Milton Creek
Put rock on shoulder at S. 18th St. & OPR
New storm tap at 171 S. 4th St.
New sewer tap at 515 S. 10th St.
Hard-piped storm ditch on N. Vernonia Rd. by Frantz St.
New sewer tap at 1875 Old Portland Rd.

Call-Outs

Sewer odor at 375 S. 8th St.
Turned water on after repair at 330 Hankins Dr.
Turned water on after repair at 325 Sunset Blvd.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 70 locates
Checked wells & reservoirs daily

August 1st to 31st

Aug. 1st

Brett Vacation

PW #35 Air valve problem tightened the fitting

Aug 2nd

Brett Vacation

PW Repaired a chain saw

Aug 3rd

Brett Vacation

#78 Filled with coolant

Aug 5th

Office Computer work

Shop Cleaned up around the shop mowed the lawn

PW #40 Test drove the vehicle to check for a noise found nothing

PW Checked on the equipment

Parks Checked on the equipment

Aug 6th

PW #23 Went to Portland to pickup the roadside mower

PW #16 Repaired the cockle valves on the vacuum side of the flusher truck

PW Repaired a push mower

Aug 7th

Office Filled paper work

PW Worked on a push mower

PW Found a hydraulic fitting for the plate compactor

Aug 8th

PW Checked on the equipment

Parks sharpened chain saws

Aug 9th

Office Computer work

PW #55 Checked the gutter broom wear and adjusted the brooms

Shop Clean up, cleaned the restroom and shop sink

Parks Sharpened chain saws

Shop Cleaned out the rear hoist pit

Aug 12th

PW #16 Checked for codes and found an old code, replaced the fuel filter and ordered a new valve for the back of the truck

PW Repaired a branding iron for the cones

Parks Sharpened two chain saws

Aug 13th

Office Computer work

PW #23 Test drove the roadside mower and the complaint was that it did not shift into gear ran it around the yard for a while and it shifted fine also found a hydraulic leak and repaired that

Parks #8 looked at the 4 in one bucket cutting edge that needs to be replaced

Parks Sharpened a chain saw

Aug 14th

Brett Sick

PW #23 Mowed with the roadside mower

Parks Sharpened a chain saw

Aug 15th

PW #26 moved the dozer out of the shed and test ran it before loaning it to the county

PW #23 Test drove the roadside mower again because of a complaint ran fine

Shop Cleaned up some scrap metal

Aug 16th

Shop Cleaned the restroom and shop sink mowed the grass

PW Repaired a weed eater

PW Installed a new wire plug on a flat bed trailer checked and filled the tires with air also Replaced two lights

Aug 19th

PW Cleaned out the water filter and repaired the start chord on the pressure washer

PW #55 Cleaned out the wand for the pressure washer on the sweeper

PW #75 removed and filled the front left tire with air checked for leaks

WWTP #62 checked the battery

Aug 20th

PW Ranny #2 Looked at the pumps at the well tried to adjust the packing on the pump
The top part of the seal is leaking cannot be tightened

PW #35 Looked for an air leak found that the tank drain is leaking looked at the frame of the trailer and found that the mount for the hydraulic cylinder two crossmembers and the frame are broken brought to the shop for more examination

PW #40 Checked for codes

Aug 21st

PW #35 Looked at the broken frame a little more removed the trailer boards to inspect the hinge area found a crack on the hinge insurance company is going to come look at it

PW #40 Took the vehicle to St. Helens auto for repairs

Parks Sharpened a chain saw

Aug 22nd

PW #55 Cleaned out the pressure washer wand

PW Sharpened a saw

PW #1 Jump started the truck

Aug 23rd

Shop Cleaned the restroom and shop sink

PW #29 Tried to get the truck to do a regen for the exhaust cleaning system the truck
Would not do it.

PW Sharpened a chain saw

PW Went to the Boise yard and looked at the auction equipment to see what had been added

Aug 26th

Office Computer work

PW Looked at the surplus vehicles and equipment at the Boise property with Dave and Sue

PW #16 Scanned the truck for codes

Parks #8 Installed a new window latch and front turn signal lenses

Aug 27th

Parks #8 Installed two new front tires

PW #28 Filled the tire with air

PW #55 Cleaned out the pressure washer wand came up with another one that the parks dept had

Aug 28th

Office Computer work Filled paper work

PW #25 Jump started the truck and installed a new battery

PW #10 Checked for codes and filled with DEF

Aug 28th

Brett Vac Day

Aug 29th

Brett Vac Day

#23 Found that the air conditioning compressor was loose and missing a bolt



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Public Works
Water Filtration Facility
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Water Filtration Facility Journal

August 2019

Water Production: **56.4** million gallons, which averages **1.82** million gallons per day

Week 1 Produced and sent July OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

Week 2 PALL technician on site installing new pneumatic actuator and positioner on rack #3. Ordered replacement expansion joints for all the racks, the original joints are cracking and showing signs of fatigue and need to be replaced. Received delivery of chlorine.

Week 3. Tim on site helping us change out the actuator and positioner on rack #2, thank you so much for your assistance, truly appreciated. After that project completed, Tim started going through the plumbing system of the chlorine and caustic systems replacing and repairing broken and worn out PVC fittings.

Week 4. Dave provided the summer workers to the WFF and they have tamed the brush, weeds and overgrown shrubs and trees that were taking over the parking lot. Next we will be taking down a small spruce tree that has tried to make the area in front of our lift station its new home. It is now in large enough that we cannot get the pumper truck to the lift station if needed. Tim using brush hog tractor to trim out the unruly hedges and overgrown bushes, wow, what a difference a bush-whacking makes. Seems there is a possibility that the WFF might get a change-out of fluorescent to LED interior lighting, will see what the electrician sees and feasibility of making this happen. Tim finished up the plumbing on the caustic and chlorine system piping. Caustic delivery next week. Changed out the Cl17 reagents on the chlorine monitoring systems.

Week 5. Skyler fine trimming the great pruning task he has completed, looks fantastic all the shrubs, weeds and bushes he has cut and removed, thank you so much, truly appreciate your diligence and hard work. Caustic delivery. Tim has removed the scrap metal from the WFF and transported it to the City Shop for disposal along with the pallets that have been accumulating at the WFF for many orbits of days, along with truckloads of cardboard boxes. Thank you soooooo much Tim and to the City crew that has been so diligent in assisting us get this “stuff” removed. What a refreshing mood to having the accumulation of “stuff” gone and the yard and grounds being so well manicured, thank you, thank you, thank you so much to the public works crew. Ethan brought by the lead/copper samples to test the pH and Alkalinity portion of the sampling procedure.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

August 2019

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- All month-Put protective covers over wires at MCCs to prevent damage from nutria.
- 8/16-Ken Buell here to install new level controller for the Secondary lagoon.
- 8/19-Aerator #22 in alarm. Reset and tripped immediately. Found blown wire in weatherhead. Arne here to fix on the 27th.

Primary System Report

- 8/14-Cleaned SolarBees.

Pump Stations

- 8/5-PS#1 and 4-Cleaned wetwells.
- 8/6-PS#4-Excessive run hours. Found off float had fallen to bottom of wetwell.

Sodium Hypochlorite System

- 2115 gallons used this month.
- 1860 gallons used last month.
- 8/20-Hypo delivery.

Call-outs

- 8/10-1820-Pump #1 and 2 failure at PS#7. Stewart in. Pump #1 overtemp and #2 fail. Reset and both ran fine. Could've been a power bump.

Plant

- 8/1-Bioassay sampling.
- 8/5-Septage haulers using manhole at end of hauler road until the flow meter is replaced.
- 8/8-Cleaned south contact tank.
- 8/12-Cleaned up hauler road where cherry tree had fallen.
- 8/14-Headworks screen 2 not dewatering. Turned off. Will replace auger brush.
- 8/15-Odor complaint from Mill area. Walked around primary but didn't notice anything. Turned on three aerators anyway.
- 8/16-22-Removed auger and replaced brushes on headworks screen 2.
- 8/21-Dissolved copper testing.
- 8/21-Cleaned gravel and "stuff" out of headworks channel 2.
- 8/22-SCADA not working. Called Tom Damon and he found some errors that occurred during the last update.
- 8/23-Headworks screen #2-Neither the brush nor auger will run. Arne here on the 27th and found memory card failed and caused problem.

Pretreatment

- Worked on rewriting Pretreatment Coordinator job description.

Other

- 8/22-Flow alarm at manhole M-1. Found no flow.
- 8/29-Another flow alarm at manhole M-1. Contractor on site and notified us that they had accidentally cut the wire on the 22nd and reburied after they were told the wire went to nothing. We tried to resplice but were unsuccessful.

Next Month

- Install new flow meter in septage receiving station.
- Replace brushes on headworks screen 1.
- Replace pump at PS#2.